MINUTES OF THE LABOR MANAGEMENT SAFETY COMMITTEE MEETING WEDNESDAY, MAY 2, 2012 - 8:30-10:30am MUNICIPAL GARAGE, TRAINING ROOM 891 North Dale Street

Present: Mary Jo Kiewel, Scott Wennhold, Mark Cahill, Mike Dreis, Glen Kadrlik, Lee Williamson, Mike Dreis, Tom Bosman, Greg Galloway, Tom Froyum, Lorrie Brown, John Blackstone, Lynn Waldorf, Ron Hauth, Bill Gunther, James Burnette, and Jean Karpe

Tom Bosman stopped by the meeting to let us know that OSHA had received a report or complaint about the Public Works Sewer Operations unit and so OSHA conducted a safety audit. Tom needed to leave to prepare paperwork and documentation to respond back to OSHA.

Minutes prepared by Jean Karpe.

- 1) Review of April 4, 2012 minutes. Minutes were corrected to update committee members' names Bill Gunther and Lynn Waldorf. Minutes were approved with said changes.
- 2) Jean Karpe updated the committee on having Ruby Myers of the American Red Cross speak to the LMSC at the July 11, 2012 meeting at the Municipal Garage. Ruby will give us an overall presentation on Severe Weather Safety.
- 3) Review sub committee minutes Mary Jo Kiewel stated that the Regional Water Services does an excellent job on their sub committee minutes. Lorrie Brown stated that eight new employees were hired and will be starting soon. Lorrie will have them read through their AWAIR program and they will be tested on knowing the contents of their safety guidelines at Regional Water Services. Lorrie stated that Keller has some on-line training safety available for new employees also.
 - Mary Jo Kiewel stated that the Mandatory City Hall Safety Training was held with five sessions that covered the Saint Paul City AWAIR Program, Blueprint for Safety on office ergonomics, and they watched the DVD on the "Risk is in the Routine." The cable office filmed one of the training sessions, and they have the video, but they are working to restore the sound. Once this is completed, the video will be available on line on the city's intranet.
- 4) Prioritize Objectives for 2012 Lorrie Brown wanted to delete part of #7 monitor sub committee minutes, but Mary Jo stated that we should leave it as is. Tom Froyum stated that in Item #5 we should delete "work on actions to bring city into OSHA compliance." Keep the first part, "Review OSHA logs and identify and compare trends." John Blackstone would like an objective added, to include an update or list of accomplishments that the LMSC has completed in the past year.

Mary Jo Kiewel mentioned that the City hosts an annual Fall Open Enrollment session that gives employees a chance to meet with Risk Management staff, Health Partners, ING and Deferred Compensation, etc. on various employee coverage's and benefits.

Discussion went into detail about #3 – verify that all departments are offering initial safety training to new employees. Ron Hauth stated that #6 – ensure all new employees are aware of their responsibility to report hazards. #6 was deleted from the list of objectives. Lee Williamson stated that he has been sending new library employees to the Parks training on CPR/AED that Lynn Waldorf conducts. Parks will bill departments for this CPR training – which usually runs \$15.00 per employee. Lee Williamson stated that it would be nice if the city offered CPR/AED training each year, just like it offers Pre-Retirement training twice a year. John Blackstone stated that new employees should all receive annual CPR/AED training. Lee Williamson has hired Jan Fedora from the Minnesota Safety Council to conduct some safety training on MSDS sheets for library staff. Ron Hauth stated that there are several Parks employees who physically cannot participate in performing the CPR at the classes, but they attend the training and watch fellow employees being trained so they can tell someone how to perform CPR. Lynn Waldorf has been training Parks employees on CPR for 25 years. Lynn said that the class she conducts takes 3-4 hours and is held at a Parks location. Only two staff in Parks are certified trainers for CPR. Lynn stated that you need to take CPR training every two years and AED training every three years if it is a requirement of your job. Lynn stated that they have two excellent CD's that employees watch on CPR and then they participant in the hands-on training exercises. Lynn stated that there is a cost with maintaining AED's. Lynn stated that the pads and the batteries expire and need to be checked every year – you need to make sure that the green light is on at all times on the AED.

Scott Wennhold would like to see it mandatory for all employees to take the CPR/AED training. Scott stated that we need to standardize the AED's citywide. Glen Kadrlik stated that our LMSC should sell the idea to the Mayor and DOD's and make sure that all employees are trained in CPR/AED. John Blackstone stated that he liked Scott's idea of recommending that it be mandatory for all for all employees to receive the training. It is not the job of the LMSC staff to track the training for employees, that should be someone in Human Resources. Lynn would like to know where all the AED's are located citywide.

Lee Williamson stated that he is purchasing some new AED's and they cost \$700.00 each. The cabinets where the AED's are stored would have alarms on them because they are so expensive and people can walk off with them. Bill Gunther stated that you cannot make it mandatory for all employees to attend the CPR/AED training. It is not in their union contracts - you can have them voluntarily take the classes if they want to. Mark Cahill stated that this could open a can of worms. This is a much bigger issue to accomplish and then there is always the liability factor. Lynn Waldorf stated that the emergency response time in Saint Paul is from 3-5 minutes for paramedics to arrive. Employees would have to conduct CPR until EMS sends an ambulance to the location for assistance. Lynn stated that the Parks has two CPR instructors and Fire & Safety Services should have several more who could help conduct CPR training and they have the equipment needed. Tom Froyum stated that he is trained in OSHA 10 and OSHA 30. Mary Jo and Tom Bosman will follow up on costs for CPR/AED classes. Lynn Waldorf will work with Mary Jo on some CPR/AED training ideas and can help out with costs. Parks has the location to host training and has some of the supplies needed. James Burnette stated that it should be optional for employees to take the CPR/AED training. Scott stated that it should be mandatory for new hires to take the class. Lynn stated that the city will need a budget to purchase the supplies needed for the CPR/AED classes. Scott Wennhold will meet with Angie Nalezny next week to discuss CPR/AED. When Ron Hauth and Lynn Waldorf conduct site inspections, they ask the staff to show them their Emergency Procedures Manual right away. Mary Jo will make changes and update the 2012 Objectives for the Labor

Management Safety Committee.

- 5) Discuss Quick Reference Guide -Mark Cahill routed a copy of the Quick Response Preparedness book which was prepared by Guest Communications Corporation and it had a color coded list of Emergency Procedures that should be followed in case of an emergency. Jean Karpe distributed the Ramsey County/City Hall Court House Emergency Procedures manual which also is color coded by type of emergency. Jean will email the manual to Mary Jo to forward to the members of the LMSC Committee. Mark or Mary Jo will check on the cost of the Emergency Procedures Manual and report back to the group.
- 6) Discuss Health Saint Paul Collaboration Lorrie Brown sits on the Saint Paul Heath Committee. Scott Wennhold stated that his employees begin work each day with a 10-minute stretching program before going out onto the streets. Lorrie Brown stated that she is certified to conduct city work stations to make sure that ergonomically safe for employees.
- June 6, 2012 LMSC meeting will be held at the Oxford/Great River Water Park (Jimmy Lee Recreation Center).
 July 11, 2012 LMSC meeting will be held at the Municipal Garage, 891 N. Dale Street
- 9) New Business None
- 10) Adjourned at 10:05am.